



# **Prairie Elementary School Rec-Ed Guide 2015-2016**

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Welcome to the 2015-2016 Waukesha Parks, Recreation and Forestry Department Cool School program held in cooperation with the Waukesha School District. We are looking forward to another exciting year and getting to know you, your child and your family.

Our goal is to create a fun, safe and successful environment for your child(ren) to not only learn in, but to thrive in. We believe fully in the philosophy of education through recreation. Our program utilizes hands-on, engaging enrichment, specialty and academic activities that will keep your child(ren) busy and active during their time with us. It is our hope that your child(ren) will look forward to coming and will be disappointed when it is time to leave.

The information in this Rec-Ed Guide will help prepare you and your child(ren) for a great school year! If you have any questions, concerns or comments, please feel free to contact either of us at anytime. Thank you, and we are looking forward to a great year!

Sincerely,



Therese (Jazz) Jashinsky,  
Afterschool Program Coordinator  
(262) 993-2085  
jazz@ci.waukesha.wi.us



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Recreation Programmer  
(262) 524-3715  
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# **Prairie Elementary School**

## **Before School, Afterschool & “Day Off” Program**

*Prairie Elementary School and the City of Waukesha Parks, Recreation & Forestry Department are partnering to bring you the Prairie Cool School Program which offers before school programming, afterschool programming and all-day programming on non-school days.*

**Before School:** The primary goal of the Cool Before School program is to make exercise and being active a priority among our students. Studies suggest that students who exercise on a regular basis and are active before the academic school day begins are more alert, have a quicker response time and are more engaged in classroom learning. The before school program includes fun fitness activities as well as nutrition education and ten minutes of silent reading. Students must bring a brown bag breakfast.

**Hours:** 7:00 - 8:40 am  
**Days:** Monday - Friday on all teaching days  
**Location:** Prairie Gym  
**Schedule:** 7:00 - 8:05 am - Active Games/Fitness Activities  
8:05 - 8:20 am - Brown Bag Breakfast (milk included)  
8:20 - 8:30 am - Silent Reading  
8:30 - 8:40 am - Line up/Dismissal to Classroom

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**Afterschool:** The Cool Afterschool program offers a healthy balance of academics, recreation and social activities after regular school hours. The program will be offered on every school “teaching” day. Students will also have the opportunity to participate in Academic Enrichment Specialty Classes, which are unique, hands-on learning experiences that compliment traditional afterschool programming. Academic Enrichment Specialty Classes are free of charge to all afterschool participants.

**Hours:** 3:40 - 6:00 pm  
**Days:** Monday - Friday on all teaching days  
**Location:** Prairie Gym, Stage, & Playground  
**Schedule:** 3:40 - 4:00 pm - Check-in/Snack/Restroom Time  
4:00 - 4:30 pm - Outside/Gym Time (group games and/or free time)  
4:30 - 5:00 pm - Homework Club/Academic Activities  
5:00 - 5:45 pm - Healthy Choices (active group games, arts/crafts, specialty activities)  
5:45 - 6:00 pm - Free Choice

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**“Day Off” Activity Days:** On non-school days, care from 7:00 am - 6:00 pm will be offered at either Hawthorne STEM School or Banting Elementary School. This program is theme-based and provides unique activities and specialty programming that is engaging and age-appropriate. See page 13 for the 2015-2016 days and themes.

# Program Meeting Dates and Fees

## Before School: All Grades

<b>Session</b>	<b>Days</b>	<b>Program #</b>	<b>Fee</b>
Session A: September	9/1 - 9/30 (21 days)	3450.100	\$105
Session B: October	10/1 - 10/28 (20 days)	3450.200	\$100
Session C: November	11/2 - 11/30 (18 days)	3450.300	\$90
Session D: December	12/1 - 12/22 (16 days)	3450.400	\$80
Session E: January	1/4 - 1/29 (18 days)	3450.500	\$90
Session F: February	2/1 - 2/29 (21 days)	3450.600	\$105
Session G: March	3/1 - 3/24 (18 days)	3450.700	\$90
Session H: April	4/4 - 4/29 (19 days)	3450.800	\$95
Session I: May/June	5/1 - 6/8 (27 days)	3450.900	\$135

## Afterschool: All Grades

<b>Session</b>	<b>Days</b>	<b>Program #</b>	<b>Fee</b>
Session A: September	9/1 - 9/30 (21 days)	3450.110	\$126
Session B: October	10/1 - 10/28 (20 days)	3450.210	\$120
Session C: November	11/2 - 11/30 (18 days)	3450.310	\$108
Session D: December	12/1 - 12/22 (16 days)	3450.410	\$96
Session E: January	1/4 - 1/29 (18 days)	3450.510	\$108
Session F: February	2/1 - 2/29 (21 days)	3450.610	\$126
Session G: March	3/1 - 3/24 (18 days)	3450.710	\$108
Session H: April	4/4 - 4/29 (19 days)	3450.810	\$114
Session I: May/June	5/1 - 6/8 (27 days)	3450.910	\$162



# “Day Off” Activity Days

## Banting Elementary Site 2019 Butler Drive

## Hawthorne Elementary Site 1111 Maitland Drive

### All Grades

<b>Day</b>	<b>Program #</b>	<b>Fee</b>
October 29	3410.000	\$26
October 30	3410.001	\$26
November 25	3410.002	\$26
November 27	***Hawthorne Site ONLY***	
December 23	3410.004	\$26
December 28	3410.005	\$26
December 29	3410.006	\$26
December 30	3410.007	\$26
January 22*	**Meet at North HS – see below**	
January 25	3410.009	\$26
March 25	***Hawthorne Site ONLY***	
March 28	***Hawthorne Site ONLY***	
March 29	***Hawthorne Site ONLY***	
March 30	***Hawthorne Site ONLY***	
March 31	***Hawthorne Site ONLY***	
April 1	***Hawthorne Site ONLY***	
April 25*	**Meet at Rotary Bldg – see below**	

### All Grades

<b>Day</b>	<b>Program #</b>	<b>Fee</b>
October 29	3430.000	\$26
October 30	3430.001	\$26
November 25	3430.002	\$26
November 27	3430.003	\$26
December 23	***Banting Site ONLY***	
December 28	***Banting Site ONLY***	
December 29	***Banting Site ONLY***	
December 30	***Banting Site ONLY***	
January 22*	**Meet at North HS – see below**	
January 25	3430.009	\$26
March 25	3430.010	\$26
March 28	3430.011	\$26
March 29	3430.012	\$26
March 30	3430.013	\$26
March 31	3430.014	\$26
April 1	3430.015	\$26
April 25*	**Meet at Rotary Bldg – see below**	

**\*Location Changes:**

Program on January 22, 2016 will be held at Waukesha North High School – 2222 Michigan Avenue, Waukesha

**Program Number:** 3410.008      **Fee:** \$26

Program on April 25, 2016 will be held at the Rotary Building – 1150 Baxter Street, Waukesha

**Program Number:** 3430.016      **Fee:** \$26

***After careful consideration of the price, daily management and planning of the program, the decision has been made not to pro-rate the program. Children need to be registered for the full monthly program and parents should make staff aware of any days their children will not be in attendance.***

***\*\*Financial Assistance is available for the before and afterschool programs and most other recreation programs offered through the City of Waukesha Parks, Recreation and Forestry Department. The Annual Financial Assistance Application, policies and procedures are available online at [www.ci.waukesha.wi.us](http://www.ci.waukesha.wi.us). Please contact the WPRF Office at (262) 524-3737 for further information.***

# **2015 -2016 Prairie Afterschool Academic Enrichment Activities**

*Afterschool Academic Enrichment activities are opportunities that can change students' lives by opening up endless, hands-on learning experiences. Academic Enrichment class offerings are programs that add to your child's academic and social-emotional growth through exploration of science, technology, physical fitness, creativity, teamwork, critical thinking and fun.*

Children currently enrolled in the Afterschool program are **automatically registered** for academic enrichment activities that fall within the registered time frame.

A schedule will be available with the academic enrichment activities for each month. **Academic Enrichment programs for the 2015-2016 school year include:**

3...2...1....Blastoff! Exploration of Rocketry - WPRF (*Science & Mathematics*)  
Angler Education – Department of Natural Resources Certified Angler Education Instructor (*Science, Mathematics & Reading*)  
A World of Culture: Games & Crafts From Around the Globe - WPRF (*Social Studies, Reading & Mathematics*)  
Bead Animal Bonanza - WPRF (*Mathematics*)  
Character & Community Building Running Program – WPRF (*Physical Education*)  
City Awareness – Junior Achievement (*Mathematics & Reading*)  
Create-A-Course: Miniature Golf - WPRF (*Mathematics*)  
Design Challenge: Milk Carton Regatta - WPRF (*Science & Mathematics*)  
Design Challenge: Recyclable Sled Race - WPRF (*Science & Mathematics*)  
Duct Tape Creations - WPRF (*Mathematics*)  
Families Working Together – Junior Achievement (*Mathematics & Reading*)  
Financial Literacy – Community Partner (*Mathematics & Reading*)  
Fusing Imaginations with Fuse Beads - WPRF (*Mathematics*)  
Healthy Habits Blender Bike – WPRF (*Mathematics & Reading*)  
Kids Can Knit! – WPRF Knitting Community Instructor (*Mathematics*)  
More Than Money – Junior Achievement (*Mathematics & Reading*)  
Music Through Untraditional Mediums: Boomwhackers - WPRF (*Mathematics & Reading*)  
Paper Crafts & The Art of Quilling - WPRF (*Mathematics*)  
Riveting Rhythms: Stomp! And Bucket Percussion - WPRF (*Mathematics*)  
Rockstar University: Karaoke for Kids - WPRF (*Mathematics & Reading*)  
Scrapbooking, Stamping & Gifts, Oh My! - WPRF (*Reading*)  
Teambuilding Games/Activities - WPRF (*Social Skills & Communication*)  
Wow Chow Afterschool Cooking - WPRF (*Mathematics & Reading*)

# **Special Events – Mark your Calendars!**

## **Worldwide Day of Play Family Kickball Tournament**

**Thursday, September 17, 2015**

**Saratoga Softball Complex – 301 S. Prairie Avenue, Waukesha**

**6:15 – 8:30 pm**

*Let's start off the school year right! Come join us in a community-building kickball tournament between the other afterschool sites! In this single elimination tournament, both children and adults will take the field and work together for some fun and friendly competition. Additional activities will be provided throughout the evening for families to connect with one another and play!*

## **5<sup>th</sup> Annual Recycle Sled Race**

**Friday, January 22, 2016**

**North High School & Lowell Hill**

**1:00 – 5:00 pm**

*Ready, Set, Go! Sled Race participants will work in small teams to assemble the fastest and most creative sleds made only of recyclable materials (cardboard, tape and rope)! Kids will work with their Sled Design Specialist to learn about the physics principles behind sledding and then apply them to their design. Then, on Friday, January 22<sup>nd</sup>, during our Day Off program, students will race their sleds against the other afterschool sites!*

*Students must pre-register for the Day Off program if they wish to participate in the event without a parent/guardian. Those who attend with a parent/guardian need not register. Judging will begin at 1:00 pm in the North High School Cafeteria. Groups will walk their sled to Lowell Hill to race it immediately after presenting their designs to the judges.*

## **2<sup>nd</sup> Annual Character & Community Building 5K Run**

**Saturday, May 14, 2016**

**Schuetze Recreation Center/Frame Park Riverwalk**

**9:00 am – 12:00 pm**

*Students will participate in a 10-week character building running program. Participants will safely train for and complete a 5-kilometer fun run while promoting healthy living. Each week, students will receive physical training as well as mental training. Students will learn about a different topic that is aimed towards character building. Examples of topics include: Sportsmanship, Perseverance, Personal Responsibility and Attitude.*

*On Saturday, May 14<sup>th</sup>, students will have the option to run in a 5K fun run. There will be a nominal registration fee per runner to cover costs as well as raise money for before/afterschool program scholarships. Both students and family members are encouraged to participate in the race day event!*

## **5<sup>th</sup> Annual Milk Carton Boat Regatta**

**Wednesday, June 8, 2016**

**Buchner Pool**

**6:30 – 8:00 pm**

*Put on your swimsuits, dust off your pom-poms and join us for the 5<sup>th</sup> Annual Milk Carton Regatta! During the months of May and June afterschool students will create boats using milk cartons. This challenge will encourage students to use science, math and industrial arts applications to design, test and build their boat while fostering leadership, responsibility, teamwork, creativity and motivation. On the last day of school, Wednesday, June 8, students will enjoy an evening of camaraderie, pride and sense of accomplishment as their designs are tested at Buchner Pool!*

# 2015-2016 Prairie Afterschool Schedule at a Glance

*The Prairie afterschool staff will distribute a monthly calendar with more detailed information about program and activity times. **Note: Activities and Dates are subject to change.***

## September

- 9/8 – 9/11: Rockstar University: Karaoke for Kids
- 9/10 – 9/29: Junior Achievement (Tuesdays and Thursdays)
- 9/14 – 9/18: Catch & Release/Rubber Chickens
- 9/17: Worldwide Day of Play Family Kickball Tournament @ Saratoga Softball Complex
- 9/21 – 9/25: Growing & Gardening
- 9/28 – 10/2: Juggling

## October

- 10/5 – 10/9: Teambuilding & Blind Trust
- 10/12 – 10/16: Create A Course: Mini Golf
- 10/19 – 10/23: Fusing Imaginations with Fuse Beads
- 10/20 – 10/27: 3...2...1...Blastoff! Exploration into Rocketry (Tuesdays)
- 10/26 – 10/28: Wow Chow Afterschool Cooking
- 10/29: Non School Day – Rockstar University Themed Day Off Program @ Banting and Hawthorne Sites
- 10/30: Non School Day – Rockstar University Themed Day Off Program @ Banting and Hawthorne Sites

## November

- 11/2 – 11/6: Wow Chow Afterschool Cooking
- 11/9 – 11/13: Music Through Untraditional Mediums: Boomwhackers
- 11/16 – 11/20: Giant Games
- 11/23 – 11/30: Bracelets/Bead Animal Bonanza
- 11/25: Non School Day – Chefs in the Making Themed Day Off Program @ Banting & Hawthorne Sites
- 11/27: Non School Day – Rainforest Frenzy Themed Day Off Program @ Hawthorne Site Only

## December

- 12/1 – 12/4: Bracelets/Bead Animal Bonanza
- 12/1 – 12/8: Project Wet & Wild (Tuesdays)
- 12/7 – 12/11: Speed Cup Stacking
- 12/14 – 12/18: World Dance/World Crafts
- 12/21 – 12/22: World Games/World Parachute
- 12/23: Non School Day – Summer in December Themed Day Off Program @ Banting Site Only
- 12/28: Non School Day – Have a Ball Themed Day Off Program @ Banting Site Only
- 12/29: Non School Day – Magicians and Magic Hat Themed Day Off Program @ Banting Site Only
- 12/30: Non School Day – Happy New Year Themed Day Off Program @ Banting Site Only

## January

- 1/4 - 1/8: World Games/World Parachute
- 1/4 - 1/21: Design Challenge: Recyclable Sled Race
- 1/11 – 1/15: Chinese Jump Rope/Jump Bands
- 1/18 – 1/21: Orienteering/GPS/Rope Tying
- 1/22: 5<sup>th</sup> Annual Recyclable Sled Race @ North High School/Lowell Park Shelter



- 1/22: Non School Day – Winter Activities Themed Day Off Program @ Waukesha North High School  
 1/25: Non School Day – Secret Agents & Spies Themed Day Off Program @ Banting & Hawthorne Sites  
 1/26 – 1/29: Duct Tape Projects

## **February**

- 2/1 – 2/5: Riveting Rhythms: Stomp & Bucket Percussion  
 2/2 – 2/23: Kids Can Knit! (Tuesdays)  
 2/8 – 2/12: Lacrosse  
 2/15 – 2/19: Bowling Pin/Dice Games  
 2/15 – 2/29: Character & Community Building Running Program  
 2/22 – 2/26: Sand Art  
 2/29 – 3/4: Scrapbooking & Stamping

## **March**

- 3/1 – 3/24: Character & Community Building Running Program  
 3/7 – 3/11: Acting/Skits  
 3/14 – 3/18: Pillow Polo  
 3/21 – 3/24: Create Your Space  
 3/25: Non School Day – Prehistoric Adventures Themed Day Off Program @ Hawthorne Site Only  
 3/28: Non School Day – Helping Hands Themed Day Off Program @ Hawthorne Site Only  
 3/29: Non School Day – Helping Hands Themed Day Off Program @ Hawthorne Site Only  
 3/30: Non School Day – Pack Your Bags and Go Travel Themed Day Off Program @ Hawthorne Site Only  
 3/31: Non School Day – Careers and Occupations Themed Day Off Program @ Hawthorne Site Only

## **April**

- 4/1: Non School Day – Fun & Fitness in the Park Themed Day Off Program @ Hawthorne Site Only  
 4/4 – 4/8: Routine Flags  
 4/4 – 4/29: Character & Community Building Running Program  
 4/5 – 4/12: Angler Education (Tuesdays)  
 4/11 – 4/15: Dance A Day  
 4/18 – 4/22: Field Day/Field Games  
 4/25: Non School Day – Fishing @ Frame Park Themed Day Off Program @ Rotary Building/Frame Park  
 4/26 – 4/29: Minute to Win it

## **May**

- 5/2 – 5/6: Bottle Cap Magnets/Glass Beads  
 5/2 – 5/13: Character & Community Building Running Program  
 5/3 – 5/31: Design Challenge: Milk Carton/Milk Jug Boat Regatta  
 5/9 – 5/13: Hula Hoops  
 5/14: 2<sup>nd</sup> Annual Character & Community Building 5K Run @ Schuetze Recreation Center/Frame Park Riverwalk  
 5/16 – 5/20: Disc Golf  
 5/23 – 5/27: Scarf Making/Shrinky Dinks  
 5/31 – 6/3: Knitting/Weaving

## **June**

- 6/1 – 6/7: Design Challenge: Milk Carton/Milk Jug Boat Regatta  
 6/8: 5<sup>th</sup> Annual Milk Carton/Milk Jug Boat Regatta @ Buchner Pool





# WPRF Cool Before and Afterschool Program Parent Manual



## General Information:

City of Waukesha Parks, Recreation & Forestry Department  
1900 Aviation Drive  
Waukesha, WI 53188  
(262) 524-3737 (phone)  
(262) 524-3713 (fax)  
[www.ci.waukesha.wi.us](http://www.ci.waukesha.wi.us)

## Office Hours:

Monday - Friday  
8:00 am - 4:30 pm

## **Cool Before and After School Contact Information**

*Phones are active from 6:40 – 8:45 am and 3:15 to 6:00 pm  
(messages can be left for the instructors on these phones as well)*

### **Banting Elementary School**

2019 Butler Drive, Waukesha

**(262) 225-7417**

**BantingCoolSchool@gmail.com**

### **Bethesda Elementary School**

730 S. University Drive, Waukesha

**(262) 993-2539**

**BethesdaCoolSchool@gmail.com**

### **Hawthorne Elementary School**

1111 Maitland Drive, Waukesha

**(262) 993-5391**

**HawthorneCoolSchool@gmail.com**

### **Heyer Elementary School**

1209 Heyer Drive., Waukesha

**(262) 349-3738**

**HeyerCoolSchool@gmail.com**

### **Prairie Elementary School**

1801 Center Road, Waukesha

**(262) 993-5343**

**PrairieCoolSchool@gmail.com**

### **WSA- Randall Campus**

114 South Charles St. Waukesha

**(262) 225-7418**

**RandallCoolSchool@gmail.com**

### **WSA- Saratoga Campus**

130 Walton Ave. Waukesha

**(262) 349-1576**

**SaratogaCoolSchool@gmail.com**

## **Mission Statement**

The City of Waukesha Parks, Recreation and Forestry is responsive and committed to providing essential park, recreation and urban forestry services making our community a desirable place to live, work and play.

## **The Staff**

The Cool Before and Afterschool instructors are college age students and college graduates who truly enjoy working with children. They have previous experience working with students in a school or recreation setting, attend training prior to the program, and are certified in CPR and First Aid. Instructors are responsible for planning and supervising all before and after school activities.

## **Program Goals & Structure**

The primary goal is to provide the children with a healthy, safe, enjoyable, and fun environment. This goal is accomplished by offering a balance of academics, recreation, and social activities focusing on healthy choices. The program is designed to enhance your child(ren) physically, socially, emotionally, and intellectually.

Different activities will be introduced on a weekly basis; Please note activities are subject to change in the event of inclement weather.

### **Daily Schedule for: Bethesda, Heyer, & Prairie**

- 3:40 - 4:00 pm - Check-in/Snack/Restroom Time
- 4:00 - 4:30 pm - Outside/Gym Time (group games and/or free time)
- 4:30 - 5:00 pm - Homework Club/Academic Activities
- 5:00 – 6:00 pm - Healthy Choices (active group games, arts/crafts, specialty activities)

### **Daily Schedule for: Randall**

Level 1, Level 2 and Level 3 break into separate groups and rotate to each station

- 2:55 - 3:15 pm - Check-in/Snack/Restroom Time
- 3:15 - 4:00 pm – Rotation 1\*
- 4:00 - 4:45 pm – Rotation 2\*
- 4:45 - 5:30 pm – Rotation 3\*
- 5:30 – 6:00 pm – Groups combine for Healthy Choice activities

\*Rotations will include: (1) Gym Time (2) Homework Club and (3) Outside/Free time

### **Daily Schedule for: Banting & Hawthorne**

- 3:40 - 4:00 pm - Check-in/Snack/Restroom Time
- 4:00 - 4:40 pm - Rotation 1\*
- 4:40 - 5:20 pm - Rotation 2\*
- 5:20 - 6:00 pm - Rotation 3\*

\*Rotations will include: (1) A recreational/social skills development activity, (2) Homework/Compass Club focused on personalized learning goals and (3) A specialty or enrichment activity that supports educational achievement

## **Non-school Days**

Specialty programs will be held on non-school days. These programs will run from 7:00 am until 6:00 pm at either **Banting Elementary School** or **Hawthorne Elementary School**. The Non-school day programs are offered at an extra fee of \$26

Pre-registration required for each program; they are **NOT** included in monthly fee.

## **2015-2016 Days and Themes**

October 29	Rockstar University (Music, rhythm and band themed activities)
October 30	Rockstar University (Music, rhythm and band themed activities)
November 25	Chefs in the Making
November 27	Rainforest Frenzy – Hawthorne Site Only
December 23	Summer in December – Banting Site Only
December 28	Have a Ball! (Sports/games themed activities) – Banting Site Only
December 29	Magic – Banting Site Only
December 30	Happy New Year! (New years themed activities) – Banting Site Only
January 22	Recyclable Sled Race (Meet at North High School Cafeteria)
January 25	Secret Agents & Spies
March 25	Prehistoric Adventures – Hawthorne Site Only
March 28	Helping Hands in the Community – Hawthorne Site Only
March 29	Helping Hands in the Community– Hawthorne Site Only
March 30	Pack Your Bags and Go! (Travel themed activities) – Hawthorne Site Only
March 31	Careers and Occupations – Hawthorne Site Only
April 1	Fun and Fitness in the Park (Games and activities to get kids moving!) – Hawthorne Site Only
April 25	Fishing at Frame (Meet at Rotary Building)



## **Academic Enrichment Classes**

*Afterschool Academic Enrichment activities are opportunities that can change students' lives by opening up endless, hands-on learning experiences. Academic Enrichment class offerings are programs that add to your child(ren)'s academic and social-emotional growth through exploration of science, technology, physical fitness, creativity, teamwork, critical thinking and fun.*

Children currently enrolled in the Afterschool program are **automatically registered** for academic enrichment activities that fall within the registered time frame.

A schedule will be available with the academic enrichment activities for each month. Specific Academic Enrichment activities can be found on page 6.

## **Special Events**

Please refer to page 7 for more detailed information about these Special Events!

### **Worldwide Day of Play Family Kickball Tournament**

Thursday, September 17, 2015

Saratoga Softball Complex – 301 S. Prairie Avenue, Waukesha

6:15 – 8:30 pm

### **5<sup>th</sup> Annual Recycle Sled Race**

Friday, January 22, 2016

North High School & Lowell Hill

1:00 – 5:00 pm

### **2<sup>nd</sup> Annual Character & Community Building 5K Run**

Saturday, May 14, 2016

Schuetze Recreation Center/Frame Park Riverwalk

9:00 am – 12:00 pm

### **5<sup>th</sup> Annual Milk Carton Boat Regatta**

Wednesday, June 8, 2016

Buchner Pool

6:30 – 8:00 pm

## **Payment Plans/Registration**

Credit card payment plans are available for all before and afterschool sites. Families must complete the payment plan form, pay for the first month of the program and will be billed monthly on the date listed on the plan. A receipt will be sent to your home once your credit card is charged. You may opt out of the payment plan at any time throughout the year by submitting a written letter of withdrawal to the department.

Parents or guardians who have late payments on their payment plan more than three times during the school year, will be suspended from the payment plan and will be asked to register their child(ren) on a monthly basis with payment required at time of monthly registration.

### **REGISTRATION NOTES:**

- (1) If your child is not registered for the month by the end of the first full week of that month, your child will NOT be allowed to attend the program.
- (2) If your card is lost, stolen, has changed or has expired, please contact the main office at (262) 524-3737 with new card information.

## **Financial Assistance Program**

Financial assistance is available for individuals that meet the department requirements. Please contact the department for more information (262) 524-3737.

## **Homework Club**

Each night, students will receive a minimum of 30 minutes for Homework time. Program instructors will help/encourage children to complete their homework for the night.

Students with iPads in grades 2-5 will have access to their device in order to complete their assignment for the night.

Program staff will be in contact with day school teachers to assist with students completing their assigned homework. If you have a specific request for your child during homework time (extra attention needed in a particular area), please do not hesitate to communicate this with the program instructors. You may choose to contact staff directly at the Cool School e-mail address to relay this information.

During Homework Club, students who do not have homework will be asked to silently read alone or with a partner, free write, or to work on a silent and educational game or activity.



## **Snacks**

Snacks (pretzels, popcorn, crackers, etc.) will be served to participants on a daily basis. Water will be available at all times, and water breaks will be encouraged.

## **What to Bring**

Attire: Unfortunately, we will not have access to the children's gym shoes. Please have your child wear appropriate shoes for active games.

Please note that WPRF cannot be held liable for any lost, stolen or missing items, including any electronic devices such as iPads, cell phones, laptops, etc. Please exercise caution when sending your child to the program with these items.

For students with school-issued iPads: We will work with each school individually to ensure that students' iPads are stored in a safe and secure place during the before and afterschool programs. Each site will devise their own iPad check-in/check-out system for when students arrive at and leave the program.

## **School Day to Afterschool Transition**

All students registered for the month must be accounted for each day. If your child is absent from school, please help staff out by calling the site cell phone or e-mailing to the Cool School e-mail address to inform them of your child's absence. If your child will only be attending the program on certain days, please notify staff immediately. This allows us to account for each child quickly and efficiently.

### **Banting:**

- 4K & Kindergartners will be "picked up" from the classroom by an instructor
- Grades 1 -5 will walk directly to the gym after the bell rings and check-in

### **Bethesda:**

- Grades K and 1 will be "picked up" from the classroom by an instructor
- Grades 2-5 will walk directly to the gym after the bell rings and check-in

### **Hawthorne:**

- Grades K-3 will be "picked up" from the classroom by an instructor
- Grades 4 and 5 will walk directly to the gym after the bell rings and check-in

### **Heyer:**

- Grades K and 1 will be "picked up" from the classroom by an instructor
- Grades 2-5 will walk directly to the gym after the bell rings and check-in

### **Prairie:**

- Kindergartners will be "picked up" from the classroom by an instructor
- Grades 1 -5 will walk directly to the gym after the bell rings and check-in

### **WSA – Randall Campus:**

- Level 1 will be "picked up" from the classroom by an instructor
- Levels 2 & 3 will walk directly to the gym after the bell rings and check-in

### **WSA – Saratoga Campus:**

- All students must report to the Creative Café and sign-in directly after the bell rings. Students going to extracurricular activities will be asked to sign-in and communicate with program staff when their anticipated time of arrival back to the program will be.



## **Pick Up Procedures**

When picking up your child(ren), parents/guardians must walk to the designated “Meeting Area” and sign-out your child(ren)

**Banting:** Gym; PIT, or Outdoor shelter

**Bethesda:** Gym, Stage or Playground

**Hawthorne:** Weather dependent – Gym/Classroom #15 or Playground

**Heyer:** Gym or Outdoor shelter

**Prairie:** Gym or Outdoor shelter

**Rose Glen:** Gym or Playground

**WSA – Randall Campus:** Gym, Playground or Library

**WSA – Saratoga Campus:** Creative Café, Gym or Outside on blacktop

Children cannot be dismissed without a parent/guardian signing them out, unless written permission is granted by parent/guardian. If your child walks or bikes home, please provide written permission of this for instructors. If anyone other than the parent/guardian is picking up your child(ren), that person must be authorized to do so on the Child Information Form, or written permission must be received prior to this special pick-up.

## **Late Pick Ups**

We ask that you be observant of your pick up time and arrive before the program closes for the day. All children must be signed out on the daily sign-out sheet. Any parent that arrives late in picking up will be assessed a fee. **This fee is \$5.00 for every 15 minutes or fraction thereof.**

**This fee must be paid within one week.**

We understand emergencies may occur, so if you find yourself in such a predicament, please call the Cool Before and Afterschool phone or e-mail the Cool School site e-mail address. This courtesy will alleviate anxiety on the part of the staff and your child.

## **Health/Emergency Information**

It is the responsibility of the parent/guardian of the program participant to complete the enclosed Child Information Form prior to your child(ren) beginning the program.

Please inform the leaders of any medical (physical or mental) condition that requires consideration by the Recreation Department staff. You need to identify these special needs for everyone’s protection; staff, other participants, and the individual. We will respect your confidentiality.

If your child is injured or ill at Cool Before or Afterschool and requires more than basic First Aid, we will attempt to contact the parent/guardian or listed emergency contacts. All steps will be taken to assure the safety and welfare of your child. If your child is injured and transported to the local hospital, a Cool school staff person will stay with your child at all times until you or an emergency contact arrives.

The City of Waukesha Parks, Recreation & Forestry Department does not provide medical/hospital insurance coverage for persons participating in sponsored activities and cannot assume responsibility for injury to any participants in its recreation programs.

## **Medication Policy**

1. Medication will be stored in locked storage box.
2. Parental consent and Physician Order must be on file with staff before medication is administered.
3. Medication will be given to student in private by staff.
4. Staff will hand student the medication, observe them take it, look in their mouth to be sure it is swallowed.
5. Staff will then document that the medication was taken.
6. It is the Parent/Guardian responsibility that medication is available for distribution at the site.

Epi-Pen will only be distributed by staff that has been trained in distribution.

## **Americans with Disabilities Act**

We comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of disability. We will make reasonable accommodations for individuals with disabilities who meet essential eligibility requirements for the desired program. Individuals with disabilities are encouraged to contact the Parks, Recreation & Forestry Department.

## **Code of Conduct**

Unacceptable Conduct – Such conduct includes but is not limited to the following actions: Defiance of authority, disorderly or disruptive conduct, fighting, foul or abusive language or gestures, illegal gambling, harassing, threatening or intimidating others, loitering, possession of weapons or dangerous articles (as defined by local police/state statutes), possession or use of tobacco in any form, misuse or destruction of any WPRF equipment or facilities, setting fires, sexual harassment or assault, repeated tardiness, theft, robbery or extortion, use, possession, sale, distribution or being under the influence of alcohol or any other illegal controlled substance, vandalism, willful disobedience, arrests or convictions in the community, such as an ordinance violation, a misdemeanor, a felony, or a traffic violation on or adjacent to WPRF property, related to participant safety or contrary to the program environment, use or possession of laser pens and/or pointing devices, hazing, and bullying.

The following procedures will be used in handling discipline situations:

1. Verbal warning (with reasons as to why the behavior is inappropriate) and/or redirection of behavior will be the immediate action in correcting inappropriate behavior.
2. Time-outs will be given if behavior is not corrected. A second time out on the same day will result in a discussion with parents. (Immediate supervisor should be notified)
3. The severity of the child's behavior will determine what actions need to be taken – possibly dismissal from the program.

\*Any violent or physical actions will receive an automatic removal from the group and parent discussion. The City of Waukesha Parks, Recreation and Forestry Department reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others and/or if inappropriate behavior does not stop.

## **Photograph Policy**

Please be aware that WPRF participants may be photographed or taped for promotional purposes, (ie. WPRF activity guide, Channel 25, newspapers, Facebook, Twitter, etc.). **Please let the staff know if you do not want your child photographed.**

## **Kid Fit Before School Program**

### **Program Structure:**

Banting, Bethesda, Hawthorne, Heyer, & Prairie

7:00 to 8:05 am - Fun Fitness Activities

8:05 to 8:20 am - Brown Bag Breakfast (Milk is provided)

8:20 to 8:00 am - Silent Reading

8:30 to 8:40 am – Line up/Dismissal to Class

Randall

6:45 to 7:15 am - Fun Fitness Activities

7:15 to 7:35 am - Brown Bag Breakfast (Milk is provided)

7:35 to 7:45 am - Silent Reading

### **Exercise Log**

The Before School Kid Fit program is going on an educational adventure throughout the United States. Our “Exercise Across America” program will begin on the first day of school with the group accumulating miles by exercising and recording those miles into the site’s exercise log.

We will be celebrating our success along our journey across America. Educational experiences and celebrations will be had on mornings that certain destinations are reached, such as the Football Hall of Fame in Canton, Ohio, Disney World in Orlando, Florida, and the Grand Canyon!

We hope this proves to be a challenging and fun activity for your child(ren).

### **What to Bring**

Please bring a brown bag breakfast and book. Milk will be provided. If you are at a site that provides hot breakfast, our staff will escort you to that area. Please have your child wear appropriate shoes for active games.

### **Drop Off**

- Parents must walk children to the Gym
- Sign your children in when arriving

**Thanks for joining us at the Cool Before and After School Program!**  
**We’re looking forward to a great year!**





**City of Waukesha Parks, Recreation & Forestry**  
**Cool Before and After School Child Information Form**



**Child's Name** \_\_\_\_\_  
First Middle Last

**Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Age** \_\_\_\_ **Grade** \_\_\_\_ **School** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Parent/Guardian 1** \_\_\_\_\_ **Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_  
**Relationship:** \_\_\_\_\_

**Parent/Guardian 2** \_\_\_\_\_ **Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_  
**Relationship:** \_\_\_\_\_

**Parent/Guardian 3** \_\_\_\_\_ **Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_  
**Relationship:** \_\_\_\_\_

**Parent/Guardian 4** \_\_\_\_\_ **Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_  
**Relationship:** \_\_\_\_\_

**Emergency Contact Information (other than parent/guardian):**

**Name** \_\_\_\_\_ **Relationship to Child** \_\_\_\_\_

**Address** \_\_\_\_\_ **Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Name** \_\_\_\_\_ **Relationship to Child** \_\_\_\_\_

**Address** \_\_\_\_\_ **Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Persons Authorized to pick up Child other than Parents:**

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Health Concerns:**

Does your child have any allergies, previous serious illnesses, medications, behavioral concerns, special needs, etc.? \_\_\_\_Yes \_\_\_\_No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Child's Physician** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Any other Information, you would like to share with Staff regarding your child:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_





## City of Waukesha Parks, Recreation & Forestry Department



### Authorization to Administer Prescribed Medication

#### PARENTAL CONSENT

Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_ Cool School "Rec" site \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Cell) \_\_\_\_\_ (Pager) \_\_\_\_\_

**I give permission for my son/daughter to receive the prescription medication authorized by his/her physician.**

**I give permission to share this information with appropriate WPRF Staff. I will:**

- Deliver medication to Cool School "Rec" Staff in a **pharmacy-labeled** container.
- Maintain a sufficient supply of medication at school.
- Obtain a new authorization form if any changes occur with this medication.
- Pick up any unused medication.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

#### PHYSICIAN ORDER

I am prescribing medication for \_\_\_\_\_ which is as follows:

Child's Name

Name of Medication	Dosage	Form of Administration	Time	Possible Adverse Side Effects

#### **\*\*FOR INHALED MEDICATIONS ONLY – CHECK APPROPRIATE LINE**

\_\_\_\_\_ In my opinion, this student demonstrates the ability to carry and self-administer the above medication.

\_\_\_\_\_ In my opinion, this student SHOULD NOT carry and self-administer the above medication.

**The above order shall remain in effect through the end of the Cool School program unless discontinued or changed by me or the parent/guardian withdraws the request in writing.**

Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_







# Cool Before and Afterschool Program – Prairie Elementary School



## Payment Plan Agreement 2015/2016

A payment plan is available to parents or guardians wishing to register their child(ren) for Prairie Elementary Before or Afterschool Program. Payee agrees to the following noted fees charged to credit card listed below. Monthly payment cycles will be scheduled to facilitate payments during the school year. Note, we do not prorate or refund for snow days. Please note payment dates.

*Session A: September – payment due at time of registration.*

*Session B: October – payment charged on September 21*

*Session C: November – payment charged on October 26*

*Session D: December – payment charged on November 23*

*Session E: January – payment charged on December 21*

*Session F: February – payment charged on January 25*

*Session G: March – payment charged on February 22*

*Session H: April – payment charged on March 21*

*Session I: May & June – payment charged on April 25*

Name on Credit Card \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work/Day Phone \_\_\_\_\_ Email \_\_\_\_\_

Program Participant Name \_\_\_\_\_ (child #2) \_\_\_\_\_ (child #3) \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_ (child #2) \_\_\_\_\_ (child #3) \_\_\_\_\_

### **Session A:**

#### **Afterschool**

				Fee		# of children	Total
<input type="checkbox"/>	September 1-30	(21 days)	3450.110	Fee:\$126	\$ _____	x _____	\$ _____

#### **Before School Kid Fit**

<input type="checkbox"/>	September 1-30	(21 days)	3450.100	Fee:\$105	\$ _____	x _____	\$ _____
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**Payment Total due at time of registration \$ \_\_\_\_\_**

### **Session B:**

#### **Afterschool**

<input type="checkbox"/>	October 1-28	(20 days)	3450.210	Fee:\$120	\$ _____	x _____	\$ _____
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#### **Before School Kid Fit**

<input type="checkbox"/>	October 1-28	(20 days)	3450.200	Fee:\$100	\$ _____	x _____	\$ _____
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#### **Day Off Program**

<input type="checkbox"/>	October 29 (Banting)	3410.000	Fee:\$ 26	\$ _____	x _____	\$ _____
<input type="checkbox"/>	October 30 (Banting)	3410.001	Fee:\$ 26	\$ _____	x _____	\$ _____
<input type="checkbox"/>	October 29 (Hawthorne)	3430.000	Fee:\$ 26	\$ _____	x _____	\$ _____
<input type="checkbox"/>	October 30 (Hawthorne)	3430.001	Fee:\$ 26	\$ _____	x _____	\$ _____

**Payment Total Charged to Credit card on 9/21/15 \$****Session C:****Afterschool**☐ November 2-30 (18 days) 3450.310 Fee:\$108 \$ \_\_\_\_\_ x \_\_\_\_\_ \$ \_\_\_\_\_**Before School Kid Fit**☐ November 2-30 (18 days) 3450.300 Fee:\$90 \$ \_\_\_\_\_ x \_\_\_\_\_ \$ \_\_\_\_\_**Day Off Program**☐ November 25 (Banting) 3410.002 Fee:\$ 26 \$ \_\_\_\_\_ x \_\_\_\_\_ \$ \_\_\_\_\_☐ November 25 (Hawthorne) 3430.002 Fee:\$ 26 \$ \_\_\_\_\_ x \_\_\_\_\_ \$ \_\_\_\_\_☐ November 27 (Hawthorne) 3430.003 Fee:\$ 26 \$ \_\_\_\_\_ x \_\_\_\_\_ \$ \_\_\_\_\_**Payment Total Charged to Credit card on 10/26/15 \$****Session D:****Afterschool**☐ December 1-22 (16 days) 3450.410 Fee:\$96 \$ \_\_\_\_\_ x \_\_\_\_\_ \$ \_\_\_\_\_**Before School Kid Fit**☐ December 1-22 (15 days) 3450.400 Fee:\$80 \$ \_\_\_\_\_ x \_\_\_\_\_ \$ \_\_\_\_\_**Day Off Program**☐ December 23 (Banting) 3410.004 Fee:\$ 26 \$ \_\_\_\_\_ x \_\_\_\_\_ \$ \_\_\_\_\_☐ December 28 (Banting) 3410.005 Fee:\$ 26 \$ \_\_\_\_\_ x \_\_\_\_\_ \$ \_\_\_\_\_☐ December 29 (Banting) 3410.006 Fee:\$ 26 \$ \_\_\_\_\_ x \_\_\_\_\_ \$ \_\_\_\_\_☐ December 30 (Banting) 3410.007 Fee:\$ 26 \$ \_\_\_\_\_ x \_\_\_\_\_ \$ \_\_\_\_\_**Payment Total Charged to Credit card on 11/23/15 \$****Session E:****Afterschool**☐ January 4-29 (18 days) 3450.510 Fee:\$108 \$ \_\_\_\_\_ x \_\_\_\_\_ \$ \_\_\_\_\_**Before School Kid Fit**☐ January 4-29 (18 days) 3450.500 Fee:\$90 \$ \_\_\_\_\_ x \_\_\_\_\_ \$ \_\_\_\_\_**Day Off Program**☐ January 22 (North HS) 3410.008 Fee:\$ 26 \$ \_\_\_\_\_ x \_\_\_\_\_ \$ \_\_\_\_\_☐ January 25 (Hawthorne) 3430.009 Fee:\$ 26 \$ \_\_\_\_\_ x \_\_\_\_\_ \$ \_\_\_\_\_☐ January 25 (Banting) 3410.009 Fee:\$ 26 \$ \_\_\_\_\_ x \_\_\_\_\_ \$ \_\_\_\_\_**Payment Total Charged to Credit card on 12/21/15 \$**

**Session F:**Afterschool

<input type="checkbox"/> February 1-29	(21 days)	3450.610	Fee:\$126	\$ _____	x	_____	\$ _____
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Before School Kid Fit

<input type="checkbox"/> February 1-29	(21 days)	3450.600	Fee:\$105	\$ _____	x	_____	\$ _____
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**Payment Total Charged to Credit card on 1/25/16 \$ \_\_\_\_\_****Session G:**Afterschool

<input type="checkbox"/> March 1-24	(18 days)	3450.710	Fee:\$108	\$ _____	x	_____	\$ _____
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Before School Kid Fit

<input type="checkbox"/> March 1-24	(18 days)	3450.700	Fee:\$90	\$ _____	x	_____	\$ _____
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Day Off Program

<input type="checkbox"/> March 25 (Hawthorne)		3430.010	Fee:\$ 26	\$ _____	x	_____	\$ _____
<input type="checkbox"/> March 28 (Hawthorne)		3430.011	Fee:\$ 26	\$ _____	x	_____	\$ _____
<input type="checkbox"/> March 29 (Hawthorne)		3430.012	Fee:\$ 26	\$ _____	x	_____	\$ _____
<input type="checkbox"/> March 30 (Hawthorne)		3430.013	Fee:\$ 26	\$ _____	x	_____	\$ _____
<input type="checkbox"/> March 31 (Hawthorne)		3430.014	Fee:\$ 26	\$ _____	x	_____	\$ _____

**Payment Total Charged to Credit card on 2/22/16 \$ \_\_\_\_\_****Session H:**Afterschool

<input type="checkbox"/> April 4-29	(19 days)	3450.810	Fee:\$114	\$ _____	x	_____	\$ _____
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Before School Kid Fit

<input type="checkbox"/> April 4-29	(19 days)	3450.800	Fee:\$95	\$ _____	x	_____	\$ _____
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Day Off Program

<input type="checkbox"/> April 1 (Hawthorne)		3430.015	Fee:\$ 26	\$ _____	x	_____	\$ _____
<input type="checkbox"/> April 25 (Rotary Building)		3430.016	Fee:\$ 26	\$ _____	x	_____	\$ _____

**Payment Total Charged to Credit card on 3/21/16 \$ \_\_\_\_\_****Session I:**Afterschool

<input type="checkbox"/> May/June 5/1 – 6/8 (27 days)		3450.910	Fee:\$162	\$ _____	x	_____	\$ _____
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Before School Kid Fit

<input type="checkbox"/> May/June 5/1 – 6/8 (27 days)		3450.900	Fee:\$135	\$ _____	x	_____	\$ _____
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**Payment Total Charged to Credit card on 4/25/16 \$ \_\_\_\_\_**

**Payment Information (please print):**

☒ Please check one:    \_\_\_\_ Visa    \_\_\_\_ Mastercard

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ CSC Code \_\_\_\_\_

**Note:** If your credit card information changes throughout the year, please contact the main office at (262) 524-3737 to update these changes on your payment plan form.



NATIONAL  
Gold Medal Winner

## REGISTRATION FORM – MAIL/DROP-OFF/FAX

Mail/Drop-off to: Waukesha Parks, Recreation, & Forestry Dept., 1900 Aviation Drive, Waukesha, WI 53188

Fax to: (262) 524-3713 – Must use credit card as payment. (Make additional copies of this form as needed)

Please print and fill out form completely.

### 1 Registering Adult (Parent or Guardian)

Payee Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

(Last name, first name)

Home Phone \_\_\_\_\_ Work/Day Phone \_\_\_\_\_ Cell-Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender: M F Emergency Contact & Relationship \_\_\_\_\_ Emergency Contact Phone \_\_\_\_\_

(Month, Day, Year)

Special Considerations (medications, disabilities, etc.) \_\_\_\_\_ ☐ Please check if special accommodations are required.

If more than one parental home or other special circumstance, give name, address, home/work phone : \_\_\_\_\_

### 2 Fill in programs for each participant in your immediate household ONLY!

							YOUTH SPORTS ONLY!	
Participant Name(s) (Last name, first name)		Code	Activity Name	Date of Birth	Grade '14 - '15	Gender M/F	Elem. School Attended '14 - '15	T-Shirt Size
1								
2								
3								
4								
5								

### 3 Authorization to participate and for Emergency Medical Treatment

I, as participant or parent/legal guardian of the above named child, hereby give permission for his/her/my participation in the above listed activity(ies). I further authorize, without my prior approval, the rendering of any emergency medical treatment that may be necessary due to his/her/my participation in the activity(ies).

Sub-Total \$ \_\_\_\_\_  
Credit From Account \$ \_\_\_\_\_  
"Round Up" \* \$ \_\_\_\_\_  
Total Amount \$ \_\_\_\_\_

Participant/Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### 4 Volunteer Information

I am willing to volunteer: (please circle)

Coaching Assistant Coaching

Other: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

\* Round Up Program  
Rounding up your activity fee  
helps us provide financial  
assistance to individuals  
and families in need.

### 6 Any Service Improvement Suggestions?

\_\_\_\_\_

### 7 I wish to receive an emailed quarterly WPRF Newsletter. ☐ Yes ☐ No

### 5 Payment Information: Make checks payable to WPRF

☐ Cash ☐ Check/Check# \_\_\_\_\_ ☐ Credit Card

Charge Information – VISA or Master Card Only! Not necessary if paying by check or cash.

Credit Card Number	Expiration Date	CSC Code
Cardholder(print name)	Payment Amount \$	
Authorized Signature		

Receipt ID \_\_\_\_\_